



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.F

Meeting Date: May 21, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Lydia Romero, City Manager

Item Title: Resolution Approving Contract Extension with CityPlace Planning for Interim Planning Director Services

Recommended Action: Approve contract extension with CityPlace Planning for Interim Planning Director Service

Background/Discussion: In September 2018, the City's Development Services Director resigned from his position with the City of Lemon Grove. As an interim measure, the City contracted with Patricia Bluman from CityPlace Planning as Interim Planning Director. In that capacity, she oversaw all the advance planning efforts and assisted the city's two planners with specific planning questions. The original contract was not to exceed \$30,000, which is within the authority for the City Manager to sign as stated in Lemon Grove Municipal Code Section 3.24.040. It was presumed that the vacant position would be filled by mid-March, 2019, to stay within the original contract's limits. It took longer than expected to find the right candidate to fill the vacant position, however the City has made a job offer to a candidate which was accepted. The Community Development Manager will begin in June.

To bridge the gap, staff is requesting the continuation of the contract with a not-to-exceed amount of \$52,000. This amount includes costs for planning services for the months of April, May and a few days into June until the new Community Development Manager reports for work.

Environmental Review:

☒ Not subject to review

☐ Negative Declaration

☐ Categorical Exemption, Section |

☐ Mitigated Negative Declaration

Fiscal Impact: Costs for the contract will be absorbed in the current Development Services Budget for FY 2018-2019.

Public Notification: None

Staff Recommendation: Staff recommends that the City Council adopt the resolution approving the contract extension with CityPlace Planning for Interim Planning Director Service.

Attachment:

Attachment A – Resolution

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA AUTHORIZING AN EXTENSION OF THE CITYPLACE
PLANNING CONTRACT FOR INTERIM PLANNING DIRECTOR SERVICES**

WHEREAS, in September of 2018, the Development Services Director for the City of Lemon Grove resigned from his position; and

WHEREAS, Lemon Grove was in need of interim services for its Planning Department; and

WHEREAS, a contract was signed with CityPlace Planning for Interim Planning Director Services until such time a permanent position is hired; and

WHEREAS, finding a qualified replacement took longer than anticipated and it is necessary to extend the contract with CityPlace Planning until June of 2019.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California that the foregoing recitals are true and correct; and:

1. Approves the contract extension for CityPlace Planning for Interim Planning Director Services with a not to exceed threshold of \$52,000; and
2. Authorizes the City Manager to execute said contract extension.

PASSED AND ADOPTED on _____, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney